

Creating QCIA curriculum plans

Curriculum plan builder: a user guide for schools

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Queensland
Government



Queensland Curriculum
& Assessment Authority

For all Queensland schools

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Overview

The Queensland Certificate of Individual Achievement (QCIA) recognises and reports the learning achievements of students who are undertaking an individual learning program.

The **Curriculum plan builder** is a software application accessed via the QCAA Portal.

Schools must use the **Curriculum plan builder** to create curriculum plans for students eligible to receive a QCIA when they finish Year 12. Curriculum plans should be created and approved by the end of Term 1 when the eligible student is in Year 11.

In the **Curriculum plan builder**, schools:

- confirm students' eligibility to receive the QCIA
- identify the number of QCE contributing studies (from the Core learning category) likely to be completed by the student
- choose intended learning goals for students using the *Guideline for individual learning (GIL)*
- record contact details for the person responsible for each student's curriculum plans
- have the school moderator approve each eligible student's curriculum plan.

This document outlines procedures for schools to create, edit, complete and approve QCIA curriculum plans. The status of a curriculum plan changes as it is processed: from 'In Progress' to 'Completed' and finally 'Approved'.

1 Managing roles

This section describes the roles and access required to create and process QCIA curriculum plans in the QCAA Portal. The QCAA Portal is a secure part of the QCAA website.

Individuals must be assigned access to the **School Portal** and the **Curriculum plan builder** applications in the QCAA Portal.

It is important that anyone accessing the **School Portal** and the **Curriculum plan builder** is aware of information security requirements and the importance of confidentiality. A QCAA user *Sign in name* is required.

To register for access to the new QCAA Portal and create a user account see: www.qcaa.qld.edu.au/portal/home/landing#!/register.

To recover a forgotten QCAA Portal password, visit: www.qcaa.qld.edu.au/portal/home/landing#!/auth/forgot-password.

Organisation Administrator

A person in the role of Access Management Organisation Administrator assigns roles to staff that will use the **Curriculum plan builder**.

The Access Management Organisation Administrator role is assigned by the QCAA. To request assignment, contact the QCAA Client Services team at ClientServices@qcaa.qld.edu.au or (07) 3864 0278.

There are two roles that the Access Management Organisation Administrator can assign to enable staff to use the **Curriculum plan builder**:

- School Portal — Curriculum Plan Editor
- School Portal — Moderator

If the person who will create curriculum plans is also the school moderator, they should be assigned the Moderator role.

Curriculum Plan Editor

A person assigned the Curriculum Plan Editor role uses **Curriculum plan builder** to:

- create new curriculum plans
- edit 'In Progress' curriculum plans (if a plan is in the 'In Progress' list but has a status of 'Completed', only a Moderator can edit the plan)
- submit 'Completed' curriculum plans for approval by a school moderator
- view curriculum plans with any status
- save and print PDF versions of curriculum plans.

The Curriculum Plan Editor could be the student's case manager, learning support teacher, Head of Special Education Services (HOSES) or equivalent role.

Moderator

A person assigned the Moderator role uses **Curriculum plan builder** to:

- create new curriculum plans
- edit 'In Progress' curriculum plans
- submit 'Completed' curriculum plans for approval by a school moderator
- approve 'Completed' curriculum plans
- view curriculum plans with any status
- revert 'Approved' curriculum plans to 'In Progress' status for editing or deletion
- delete 'In Progress' curriculum plans.

For enquiries regarding roles in the QCAA Portal, contact the QCAA Client Services team at ClientServices@qcaa.qld.edu.au or call (07) 3864 0278.

2 Preparing a curriculum plan using the *GIL*

Before using the **Curriculum plan builder**, each student's curriculum plan should be prepared using the *Guideline for individual learning (GIL)*. A student's curriculum plan is prepared in consultation with the student and parents/carers, by selecting learning focuses and learning goals from the *GIL*. These are grouped under five curriculum organisers:

- Communication and technologies (CT)
- Community, citizenship and the environment (CCE)
- Leisure and recreation (LR)
- Personal and living dimensions (PLD)
- Vocational and transition activities (VTA).

Learning focuses and learning goals appear in drop-down menus in the **Curriculum plan builder**.

The purpose of a curriculum plan is to identify the learning goals that a student may achieve towards the end of their senior phase of learning — it is not appropriate to list every learning goal a student may achieve during their senior phase of learning.

While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.

The *GIL* is available at www.qcaa.qld.edu.au/senior/certificates-qualifications/qcia/curriculum.

3 Accessing the Curriculum plan builder

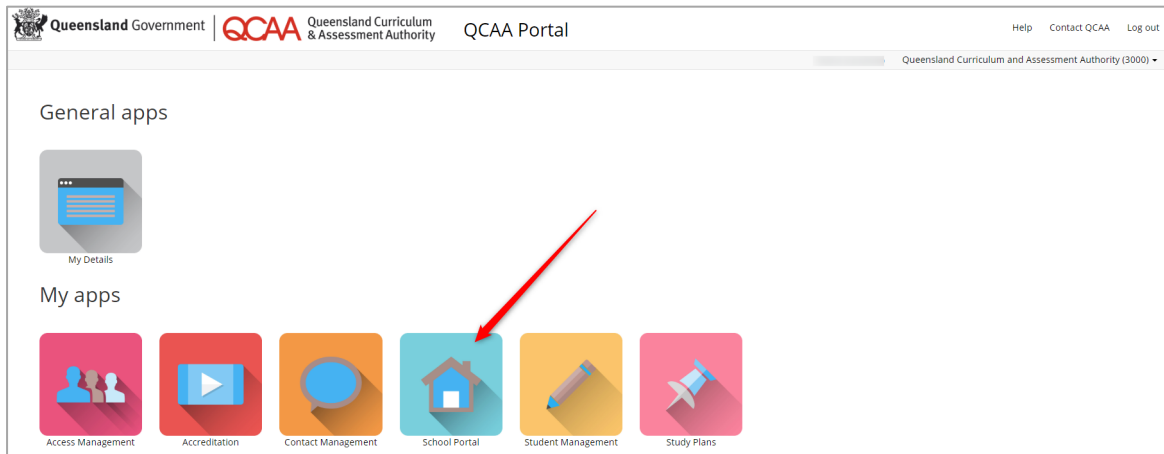
1. Access the QCAA Portal via the QCAA website: www.qcaa.qld.edu.au.

The screenshot shows the QCAA website homepage. At the top left is the Queensland Government logo and the QCAA Queensland Curriculum & Assessment Authority logo. To the right are links for 'Site map', 'Contact us', and 'Help', along with a search bar. Below this is a horizontal navigation menu with links for 'Home', 'About us', 'Kindergarten', 'Prep-Year 10', 'Senior secondary', 'PD & events', and 'Publications'. A 'Logins' button is on the far right. A large banner image shows a group of people in a meeting. Below the banner is a section titled 'New events for primary schools' with a sub-headline: 'In Semester 2 we've got a new series of workshops and webinars for primary school teachers and leaders.' Below this are two smaller images: 'Parents & families' and 'New QCE system'. To the right of these is a 'Logins' section with a list of links: 'NAPLAN portal', 'QCAA Portal' (highlighted with a red arrow), 'QCAA secure', 'SLIMS — Registration & banking', and 'Student Connect website'.

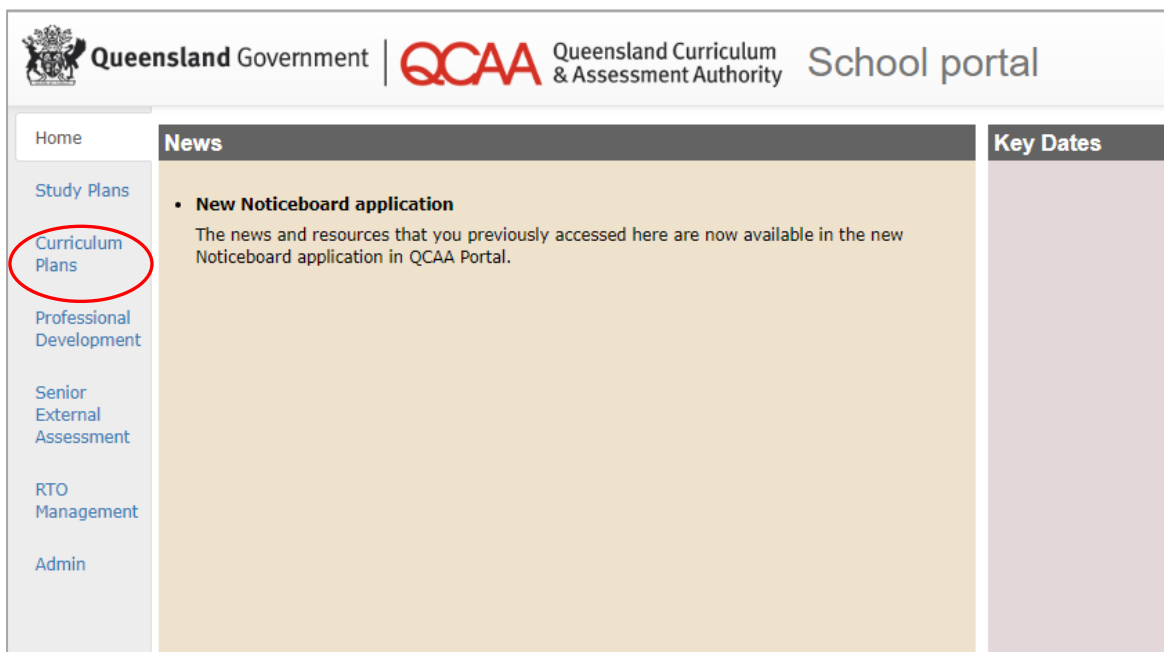
2. Log in to the QCAA Portal using your email address and password:

The screenshot shows the QCAA Portal login page. On the left is a photograph of two students in school uniforms. On the right is the login form. At the top right is the Queensland Government logo and the QCAA Queensland Curriculum & Assessment Authority logo. The main heading is 'QCAA Portal login'. Below this are two input fields: 'Sign in name' and 'Password'. To the right of the 'Password' field are 'Cancel' and 'Continue' buttons. Below the form, it says 'Do you need to:' followed by two links: 'register for an account' and 'recover your forgotten password.'. At the bottom, it says 'If you already have an account, and are having trouble logging in, please email the Helpdesk at helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278.'

3. Select the **School Portal** tile:



4. Select **Curriculum Plans** from the menu:



5. A screen will display showing two tabs — **Approved Curriculum Plans** and **In Progress Curriculum Plans**.

SEP	LUT	Given names	Surname	Status	Created	Approved	Contact	
NAPLAN	0001234567	Matthew	Muskrat	Approved	16/05/2018	26/05/2018	Ima Teacher	View
Study Plans	4699123456	Edward	Echidna	Approved	17/08/2018	28/08/2018	Teresa Green	PDF
Curriculum Plans	8134466221	Kylie	Koala	Approved	26/05/2018	27/09/2018	Ima Teacher	Refresh
Professional	0009876543	Barney	Bear	Approved	26/05/2018	27/09/2018	Ima Teacher	

If this is the first time a school has used the **Curriculum plan builder**, no plans will be listed in either tab.

4 Creating a new curriculum plan

You must have Curriculum Plan Editor or Moderator role to complete this process.

1. Select the **In Progress Curriculum Plans** tab.
2. Click **Create**.

SEP	LUI	Given Names	Surname	Status	Created	Contact	View
NAPLAN	0001234567	Matthew	Muskkrat	In Progress	16/05/2018	Ima Teacher	View History
Study Plans	4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	PDF Edit
Curriculum Plans	8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	Delete
	0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Create
Professiona Development	6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Refresh
Senior External	8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Approve

A search screen will appear (below). The default search settings are:

- **ILO is QCIA** is set to Yes (ILO = Intended Learning Option)
- **Expected Exit Year** will be set to the following year for current Year 11 students.

3. To search for a specific student in order to create their curriculum plan:

- change **ILO is QCIA** to **Any** (a)
- change **Expected Exit Year**, if necessary, by selecting from the drop-down menu (b)
- click **Search** (c).

Search for and select a student

LUI:

Given Names:

Expected Exit Year: 2019

ILO is QCIA: No Yes Any

Surname:

A screen will appear (see next page) listing **all students in the school** with the selected exit year who have been registered for a Learner Unique Identifier (LUI) and are recorded at the school in the Senior Learning Information Management System — Registration and Banking System (SLIMS–RABS) for exit years up to 2019. For exit years 2020 and beyond, the ILO of QCIA will be noted in the new Student Management application.

- Students with a green tick have an ILO of QCIA recorded in their learning account in SLIMS–RABS (for exit year up to 2019) or Student Management (exit year 2020 and beyond).
- Students with a red cross do not have an ILO of QCIA recorded in their learning account.

- If a student has a cross but should have a tick, the school moderator or person responsible for managing must update this in either SLIMS–RABS and Student Data Capture System (SDCS) or in Student Management, as applicable, before creating a curriculum plan. See Registration and Banking systems user guides and help — *SLIMS and QCIA data*: www.qcaa.qld.edu.au/senior/slims/user-guides-help.

Search for and select a student

LUI ILO is QCIA No Yes Any

Given Names Surname

Expected Exit Year 2019

LUI	Given Names	Surname	DOB	Expected Exit Year	Active	ILO is QCIA
4699458728	Edward	Echidna	05/02/2000	2019	✓	✗
6417692513	Kylie	Koala	10/12/1999	2019	✓	✓
0017693123	Frederick	Frog	19/04/1999	2019	✗	✓
6427556312	Daphne	Duck	5/07/2000	2019	✓	✗
6437228492	Samuel	Seal	1/09/1999	2019	✓	✗
0023142967	Thomas	Tank	20/12/1999	2019	✓	✗

Troubleshooting: What to do if a student is not listed

First, check that the correct exit year has been entered and 'ILO is QCIA' has been checked as 'Any' in the search box as per step 3 on the previous page.

If the student does not appear in a search, the school moderator or the person responsible for managing SDCS will need to:

- check the learner exists in SLIMS–RABS (exit year up to 2019) or Student Management (exit year 2020 and beyond) and has a provider enrolment at the school
- check that the correct *Expected Exit Year* is set on their Personal Details tab in SLIMS–RABS or Student Management (as applicable) and that they are recorded in the correct cohort in SDCS, which also sets this value in SLIMS–RABS.

If the student is a Queensland transfer student and has enrolled at the school, they must be identified with their LUI via SDCS (with a tick on QCIA) to create an enrolment at the school in SLIMS–RABS (for exit year up to 2019), or Student Management (exiting 2020 and beyond).

If the student is an interstate or overseas transfer student and has enrolled at the school, they must be registered for a LUI in SLIMS–RABS. This creates an enrolment at the school. They must also be identified in SDCS with the QCIA option selected. See Registration and Banking systems user guides and help — *SLIMS and QCIA data*: www.qcaa.qld.edu.au/senior/slims/user-guides-help.

If a student still does not appear, contact the QCAA Helpdesk.

In some cases, a student may have a red cross beside their name in the 'Active' column (below).

Search for and select a student

LUI ILO is QCIA No Yes Any

Given Names Surname

Expected Exit Year

LUI	Given Names	Surname	DOB	Expected Exit Year	Active	ILO is QCIA
4699458728	Edward	Echidna	05/02/2000	2019	✓	✗
6417692513	Kylie	Koala	10/12/1999	2019	✓	✓
0017693123	Freddy	Frog	19/04/1999	2019	✗	✓
6427556312	Daphne	Duck	5/07/2000	2019	✓	✗
6437228492	Sammy	Seal	1/09/1999	2019	✓	✗
0023142967	Thomas	Tank	20/12/1999	2019	✓	✗

This means that a student has previously been, but is not currently enrolled at the school, and a curriculum plan cannot be created for them.

Clicking on that student's name will display the following message.

A curriculum plan cannot be created for this learner as their enrolment at your school is not active. Please check your SDCS and SLIMS enrolment data for this student.

If a student has a cross in this column but should have a tick, the school moderator or person responsible for managing SDCS must update this in SLIMS–RABS before creating a curriculum plan, or Student Management application, as applicable.

If a student has left the school and is not returning, any QCIA information that has been entered into SLIMS–RABS or Student Management must be deleted to remove them from the list of students in that exit year.

For help updating SLIMS–RABS, see Registration and Banking systems user guides and help — *SLIMS and QCIA data*: www.qcaa.qld.edu.au/senior/slims/user-guides-help.

4. Select the student and click **Next**.


Search for and select a student

LUI ILO is QCIA No Yes Any

Given Names Surname

Expected Exit Year


LUI	Given Names	Surname	DOB	Expected Exit Year	Active	ILO is QCIA
4699458728	Edward	Echidna	05/02/2000	2019	✓	✗
6417692513	Kylie	Koala	10/12/1999	2019	✓	✗
0017693123	Freddy	Frog	19/04/1999	2019	✓	✗
6427556312	Daphne	Duck	5/07/2000	2019	✓	✓
6437228492	Sammy	Seal	1/09/1999	2019	✓	✓
0023142967	Thomas	Tank	20/12/1999	2019	✓	✗



Troubleshooting: Curriculum plan already exists

If a curriculum plan has already been started or completed for the student, a warning message will appear.

Existing data
There is already a curriculum plan for this student. It is not possible to create another plan for the same student.



Close the message.

See [Section 8: Editing an 'In Progress' curriculum plan](#) to edit the student's curriculum plan.

5. Check the student's information on the **Study details** screen.

Study details

LUI: 4699441914

Given Names: DAPHNE

Surname: DUCK

Enter the number of QCE contributing studies the student will complete:

Authority subjects that the student will study for four semesters Please select ▼

Authority-registered subjects that the student will study for four semesters Please select ▼

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12 Please select ▼

Please note:
The number of QCE contributing studies cannot exceed three. If you need more information, contact the Quality Assurance Unit at qcia@qcaa.qld.edu.au or (07) 3864 0375.

This student is QCIA-eligible

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Cancel Back Create

5 Entering QCE contributing studies

1. Enter a value in each box by selecting a number from the drop-down list.

If the total number of QCE contributing studies the student will complete is more than three, no further development of the curriculum plan is possible as the student is not eligible for a QCIA. For further clarification, contact the Quality Assurance unit at qcia@qcaa.qld.edu.au or (07) 3864 0375.

Enter the number of QCE contributing studies the student will complete:

Authority subjects that the student will study for four semesters

Authority-registered subjects that the student will study for four semesters

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12

Please note:
The number of QCE contributing studies cannot exceed three. If you need more information, contact the Quality Assurance Unit at qcia@qcaa.qld.edu.au or (07) 3864 0375.

About QCE contributing studies (from the Core learning category)

QCE contributing studies (from the Core learning category) may be:

- Authority subjects, e.g. Information Processing and Technology, Physical Education
- Authority-registered subjects, e.g. English Communication, Dance in Practice
- VET studies, e.g. Certificate II in Agriculture.

To be regarded as a QCE contributing study, the subject or VET certificate must:

- be expected to be completed, i.e. the student will study four semesters, or finish the full VET certificate
- not be modified, i.e. the student must be assessed according to the standards in the syllabus. While conditions of assessment may be modified, core content, the level of cognition expected by the syllabus and the qualifiers in the standards must not be changed.

- Check the box to indicate **This student is QCIA-eligible**. Note that this is the school's declaration that the student is undertaking an individual learning program and has impairments or difficulties that are not primarily due to socioeconomic, cultural and/linguistic factors.
- Click **Create**.

Enter the number of QCE contributing studies the student will complete:

Authority subjects that the student will study for four semesters

Authority-registered subjects that the student will study for four semesters

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12

This student is QCIA-eligible

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

- A screen will appear displaying information about the curriculum plan that has been created. Select the **Details** tab and check the information is correct.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority | School portal | Welcome Ima Teacher | Close | Best State High School (999)

Home | Approved Curriculum Plans | In Progress Curriculum Plans | Create - DAPHNE DUCK (4699441123) Draft

SEP | Details | Curriculum Plan

NAPLAN	LUI	4699441123
Study Plans	ILO is QCIA	Yes
Curriculum Plans	Surname	DUCK
	Given names	DAPHNE
Professional Development	Expected Exit Year	2019
	Authority subjects that the student will study for four semesters	0
	Authority-registered subjects that the student will study for four semesters	0
Senior External Assessment	VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12	0
RTO Management	A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.	
Admin	Contact Given Names	Ima
	Contact Surname	Teacher
	Contact telephone number	(07) 3333 9999
	Contact e-mail	imateacher@education.au

- The contact person is set to the Curriculum Plan Editor by default. Change the details if the contact person will be different from the Curriculum Plan Editor.

6 Entering learning focuses and goals

Make sure the student's curriculum plan has been created using the *Guideline for individual learning (GIL)*. See [Section 2: Preparing a curriculum plan using the GIL](#).

1. Select the **Curriculum Plan** tab.

The screenshot shows the QCAA School portal interface. The 'Curriculum Plan' tab is selected and circled in red. The page displays a table of Learning Focus, Learning Subcategory, and Learning Goal for the 'Communication and technologies' focus area. The table has three columns: Learning Focus, Learning Subcategory, and Learning Goal. The table contains five rows of data. Below the table, there are dropdown menus for Focus, Subcategory, and Goal, and an 'Add' button. At the bottom, there is a checkbox for 'This curriculum plan is complete and ready to be considered for approval' and 'Cancel' and 'Update' buttons.

Learning Focus	Learning Subcategory	Learning Goal
CT3 - Operation of digital and other technologies	CT3.2 - Using technologies	Use the basic functions of devices.
CT1 - Language comprehension	CT1.1 - Listening	Listen and respond to questions and requests.
CT1 - Language comprehension	CT1.2 - Navigating, reading and viewing	Show awareness of and identify symbols and words.
CT1 - Language comprehension	CT1.3 - Interpreting	Identify meaning in simple texts.
CT1 - Language comprehension	CT1.4 - Responding	Use behaviours that are not intentionally directed at another person to attend to, respond to or show interest in familiar people, texts, events and activities.

Reminder: The purpose of a curriculum plan is to identify the learning goals that a student may achieve towards the end of their senior phase of learning — it is not appropriate to list every learning goal a student may achieve during their senior phase of learning.

While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.

- Use the drop-down menus to choose the appropriate **Focus**, **Subcategory** and **Goal**. When creating a student's curriculum plan it is understood that some students may complete a school-based modified program as a group; however, QCIA curriculum plans should be different for each student to reflect their individual learning goals.
- If a **Focus**, **Subcategory** or **Goal** is too long to be displayed in the drop-down list, an ellipsis (...) will appear at the right end of the field. Click on the ellipsis to display the entire wording.

The screenshot shows the QCAA School portal interface. The 'Curriculum Plan' tab is selected. A tooltip is displayed over the Goal dropdown menu, showing the full text of the selected goal: 'Navigate, read and view simple texts with: familiar vocabulary and supportive illustrations; illustrations and simple graphics.' The table below the dropdown shows the selected Focus and Subcategory.

Learning Focus	Learning Sub Focus	Learning Goal
CT1 - Language comprehension	CT1.2 - Navigating, reading and viewing	Navigate, read and view simple texts with: <ul style="list-style-type: none">familiar vocabulary and supportive illustrationsillustrations and simple graphics.

Detailed steps to choose a focus, subcategory or goal are shown on the next page.

2. Choose the relevant curriculum organiser.

Curriculum Plan

Communication and technologies

Focus --Please select a Focus--

Subcategory --Please select a Subcategory--

Goal --Please select a Goal--

Add

Learning Focus Learning Sub Focus Learning Goal

3. Select a learning Focus from the drop-down menu.

Approved Curriculum Plans In Progress Curriculum Plans Create - DAPHNE DUCK (4699441925) Draft

Details Curriculum Plan

Communication and technologies

Focus --Please select a Focus--

Subcategory --Please select a Subcategory--

Goal --Please select a Goal--

Add

Learning Focus Learning Sub Focus Learning Goal

- Please select a Focus--
- CT1 - Language comprehension
- CT2 - Language use
- CT3 - Operation of digital and other technologies
- CT4 - Technical and social protocols for use of digital technologies

4. Select a Subcategory from the drop-down menu.

Note: If a learning focus has no subcategory (e.g. CT4), select 'No Subcategory' from the drop-down menu.

Approved Curriculum Plans In Progress Curriculum Plans Create - DAPHNE DUCK (4699441925) Draft

Details Curriculum Plan

Communication and technologies

Focus CT1 - Language comprehension

Subcategory --Please select a Subcategory--

Goal --Please select a Goal--

Add

Learning Focus Learning Sub Focus Learning Goal

- Please select a Subcategory--
- CT1.1 - Listening
- CT1.2 - Navigating, reading and viewing
- CT1.3 - Interpreting
- CT1.4 - Responding

5. Select a Goal from the drop-down menu.

Approved Curriculum Plans In Progress Curriculum Plans Create - DAPHNE DUCK (4699441925) Draft

Details Curriculum Plan

Communication and technologies

Focus CT1 - Language comprehension

Subcategory CT1.1 - Listening

Goal --Please select a Goal--

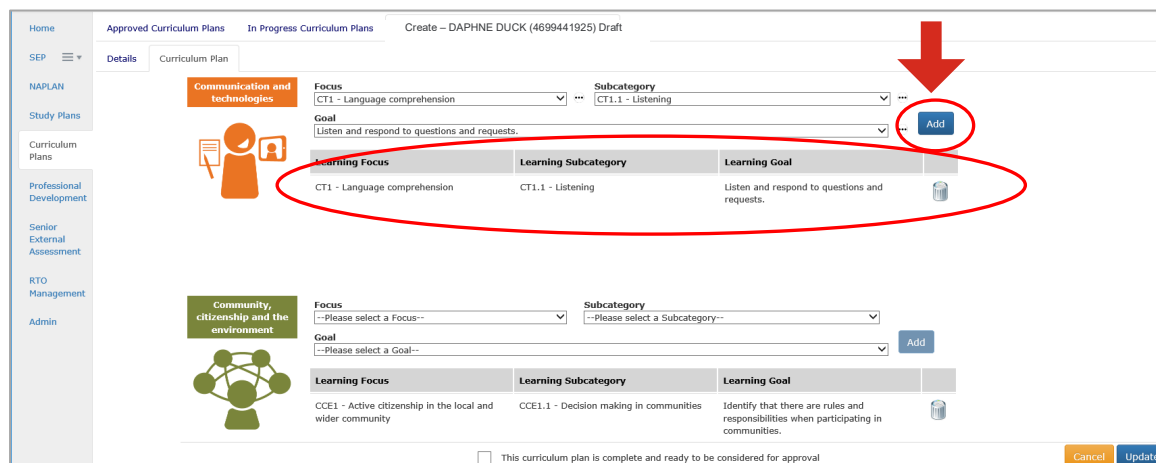
Add

Learning Focus Learning Sub Focus Learning Goal

- Please select a Goal--
- Please select a Goal--
- Listen and respond to questions and requests.
- Listen and respond to questions and statements.
- Listen to and identify key information in spoken and multimodal texts.
- Listen to and recall information about topics being learned in spoken texts.
- Listen to and recall information in simple spoken texts.
- Listen and respond to detailed spoken instructions for undertaking learning tasks.
- Listen and respond to one- and two-step instructions.
- Listen to and comprehend information presented in spoken texts and texts read aloud.

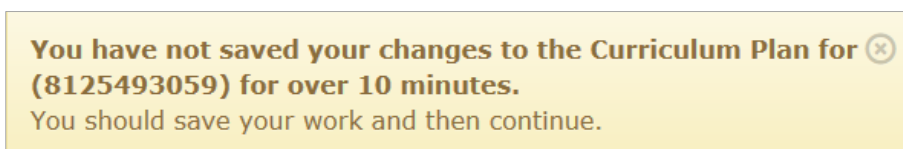
6. Click **Add**.

The learning focus, subcategory and learning goal will be added under the curriculum organiser.

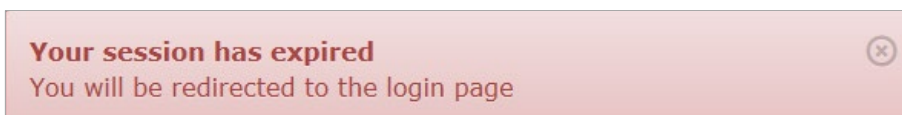


7. Repeat steps 3 to 6 until all the learning focuses and learning goals for the student's curriculum plan have been entered. Some points to note:

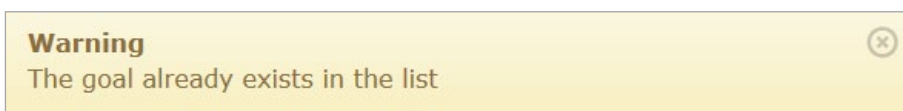
- While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.
- Not every curriculum organiser has to be used, and not every learning focus has to be used in a curriculum organiser.
- If a learning focus has no subcategory (e.g. CT4), select 'No Subcategory' from the subcategory drop-down menu to be able to see the learning goals.
- Curriculum plans may be completed in several sessions. Click **Save** before exiting to make sure all entries are saved. See [Section 8: Editing an 'In Progress' curriculum plan](#) to continue entering the curriculum plan.
- It is important to save work when using the **Curriculum plan builder**. A warning will appear if work has not been saved after 10 minutes.



- If the **Curriculum plan builder** is left open without use for an extended duration, the application will time out and work will not be saved.



- If a learning goal that has already been added is selected, a warning will appear.



- Click the **trash icon** to delete unwanted entries.

The screenshot shows the 'Communication and technologies' section of the curriculum plan builder. It includes dropdown menus for Focus (CT1 - Language comprehension) and Subcategory (CT1.1 - Listening), and a Goal field (Listen and respond to questions and requests). Below this is a table with columns for Learning Focus, Learning Subcategory, and Learning Goal. A red circle highlights a trash icon next to the first row of the table.

Learning Focus	Learning Subcategory	Learning Goal
CT1 - Language comprehension	CT1.1 - Listening	Listen and respond to questions and requests.

- Click **Save** when all learning focuses, subcategories and goals have been entered.

The screenshot shows the 'Personal and living dimensions' and 'Vocational and transition activities' sections. Both sections have dropdown menus for Focus and Subcategory, and a Goal field. Below each section is a table with columns for Learning Focus, Learning Subcategory, and Learning Goal. A red arrow points to the 'Save' button at the bottom right of the interface.

Learning Focus	Learning Subcategory	Learning Goal
PLD1 - Identity	PLD1.1 - Resilience	Undertake and persist with short tasks within the limits of personal safety.

The **In Progress Curriculum Plans** tab will appear.

The screenshot shows the QCAA School portal with a table of curriculum plans. The row for Daphne Duck is circled in red.

LUI	Given Names	Surname	Status	Created	Contact
0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher
6427735155	Daphne	Duck	In Progress	29/04/2018	Ima Teacher
8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher

7 Reviewing a curriculum plan

1. Select the student's name from the **In Progress Curriculum Plans** tab.
2. Click **View**.

LUI	Given Names	Surname	Status	Created	Contact	View
0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher	View
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	View
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	View
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	View
6427735155	Daphne	Duck	In Progress	29/04/2018	Ima Teacher	View
8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	View

3. Check that all the information is accurate on the **Details** tab.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority | School portal

Welcome Ima Teacher
Best State High School (999)

Home Approved Curriculum Plans **In Progress Curriculum Plans** View – DAPHNE DUCK (469941925) In Progress

SEP Home **Details** Curriculum Plan

NAPLAN LUI 4699441123

Study Plans ILO is QCIA Yes

Curriculum Plans Surname DUCK

Given names DAPHNE

Expected Exit Year 2019

Professional Development Authority subjects that the student will study for four semesters 0

Senior External Assessment Authority-registered subjects that the student will study for four semesters 0

RTO Management VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12 0

Admin A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Contact Given Names Ima
Contact Surname Teacher
Contact telephone number (07) 3333 9999
Contact e-mail imateacher@education.au

Close

4. Select the **Curriculum Plan** tab and check that all the learning focuses, subcategories and learning goals are correct.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority | School portal

Home Approved Curriculum Plans In Progress Curriculum Plans View – DAPHNE DUCK (469941925) In Progress

SEP Home Details **Curriculum Plan**

NAPLAN Communication and technologies

Learning Focus	Learning Subcategory	Learning Goal
CT3 - Operation of digital and other technologies	CT3.2 - Using technologies	Use the basic functions of devices.
CT3 - Operation of digital and other technologies	CT3.2 - Using technologies	Identify and select digital and other technologies suited to completing simple

5. See [Section 8: Editing an 'In Progress' curriculum plan](#) to continue to edit a student's curriculum plan.

6. After the curriculum plan has been reviewed, click **Close**.

Personal and living dimensions			
	Learning Focus	Learning Sub Focus	Learning Goal
	PLD1 - Identity	PLD1.1 - Resilience	Identify situations that feel safe or unsafe.
	PLD1 - Identity	PLD1.1 - Resilience	Identify challenges and adapt approach to persist with tasks.
Vocational and transition activities			
	Learning Focus	Learning Sub Focus	Learning Goal
	VTA1 - Post-school pathways	VTA1.1 - Options for living independently and interdependently	Show awareness that everyone has housing needs.
	VTA1 - Post-school pathways	VTA1.1 - Options for living independently and interdependently	Compare own and others' needs to maintain safe and stable accommodation.





8 Editing an 'In Progress' curriculum plan

1. Select the **In Progress Curriculum Plans** tab.
2. Select the student's name.
3. Click **Edit**.

LUI	Given Names	Surname	Status	Created	Contact	
0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher	View
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	History
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	PDF
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Edit
6427735155	Daphne	Duck	In Progress	29/04/2018	Ima Teacher	Delete
						Create
						Refresh
						Approve

The **Details** tab will appear. Note that only the Moderator can edit the number of QCE contributing studies. See [Section 11: Editing the number of QCE contributing studies](#).

Details Curriculum Plan

LUI: 4699441123

ILO is QCIA: Yes

Surname: DUCK

Given names: DAPHNE

Expected Exit Year: 2019

Authority subjects that the student will study for four semesters: 0

Authority-registered subjects that the student will study for four semesters: 0

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12: 0

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

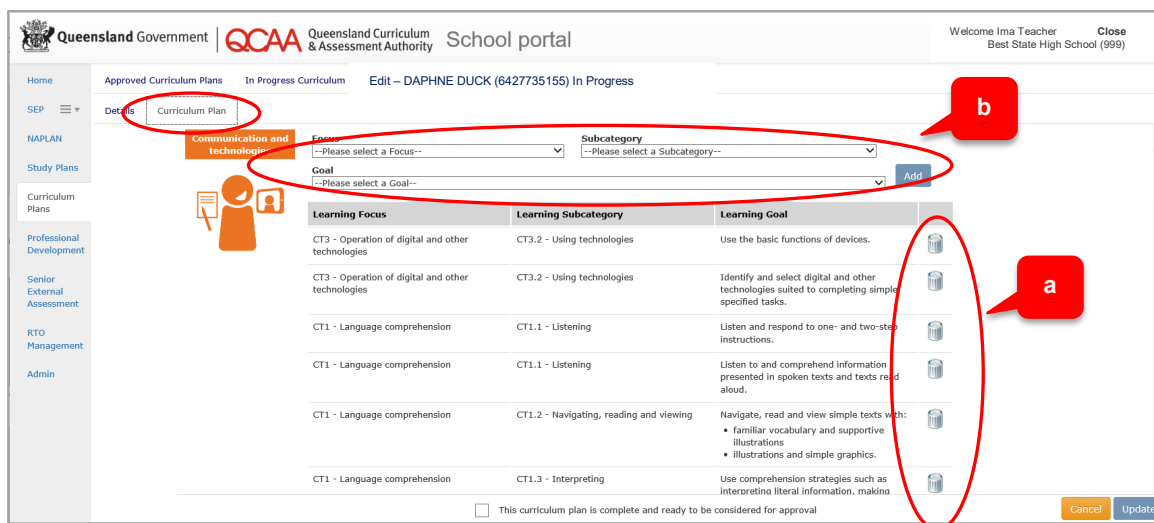
Contact Given Names: Ima

Contact Surname: Teacher

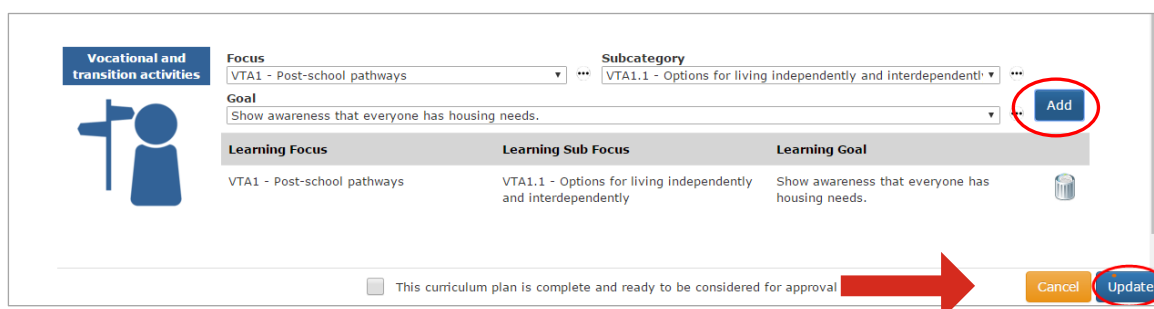
Contact telephone number: (07) 3333 9999

Contact e-mail: Ima.Teacher@education.qld.edu.au

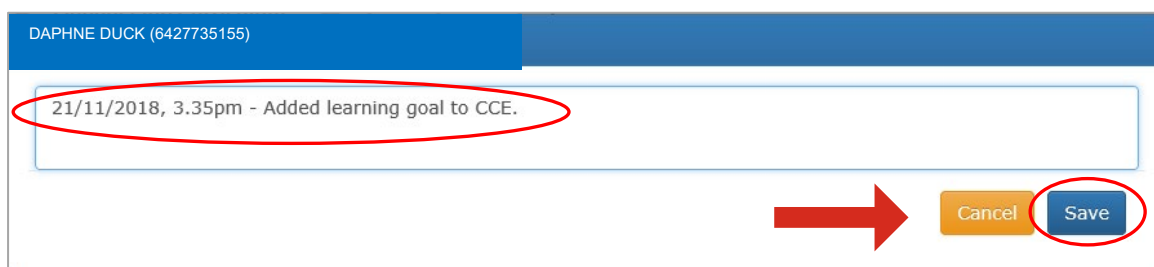
4. Select the **Curriculum Plan** tab.
5. Make changes as required.
 - a. To delete items, click the **trash icon**.
 - b. Use the drop-down menus to add learning focuses, subcategories and learning goals.



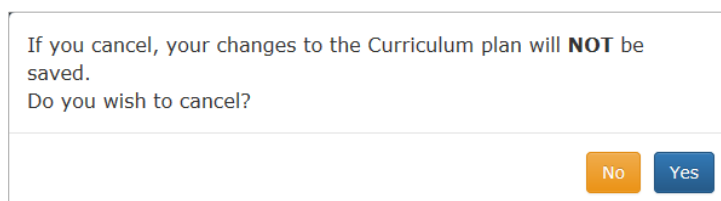
6. Click **Add**.
7. Click **Update**.



8. A message box will appear. Record the date, time and description of changes made to keep a clear record of progress of the curriculum plan.
9. Click **Save**.



If **Cancel** is selected, a message will appear.



9 Completing a curriculum plan for Moderator approval

You must have Curriculum Plan Editor role to complete this process.

1. Select the student's name from the **In Progress Curriculum Plans** tab.
2. Click **Edit**.

	LUI	Given Names	Surname	Status	Created	Contact	
NAPLAN	0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher	View
Study Plans	4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	History
Curriculum Plans	8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	PDF
Curriculum Plans	0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Edit
Professional Development	6427735155	Daphne	Duck	In Progress	29/04/2018	Ima Teacher	Delete
Senior External	8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Create
							Refresh
							Approve

The **Details** tab will appear.

Details Curriculum Plan

LUI: 6427735155

ILO is QCIA: Yes

Surname: DUCK

Given names: DAPHNE

Expected Exit Year: 2019

Authority subjects that the student will study for four semesters: 0

Authority-registered subjects that the student will study for four semesters: 0

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12: 0

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Contact Given Names: Ima

Contact Surname: Teacher

Contact telephone number: (07) 3333 9999

Contact e-mail: Ima.Teacher@education.qld.edu.au

This curriculum plan is complete and ready to be considered for approval

Cancel Update

3. Select the check box at the bottom of the screen:
This curriculum plan is complete and ready to be considered for approval.
4. Click **Update**.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority | School portal

Welcome Ima Teacher | Close Best State High School (999)

Home | Approved Curriculum Plans | In Progress Curriculum Plans | Edit – DAPHNE DUCK (6427735155) In Progress

SEP | Details | Curriculum Plan

NAPLAN

Study Plans

Curriculum Plans

Professional Development

Senior External Assessment

RTO Management

Admin

LUI: 6427735155
 ILO is QCIA: Yes
 Surname: DUCK
 Given names: DAPHNE
 Expected Exit Year: 2019

Authority subjects that the student will study for four semesters: 0
 Authority-registered subjects that the student will study for four semesters: 0
 VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12: 0

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Contact Given Names: Ima
 Contact Surname: Teacher
 Contact telephone number: (07) 3333 9999
 Contact e-mail: Ima.Teacher@education.qld.edu.au

This curriculum plan is complete and ready to be considered for approval

Cancel Update

A message box will appear.

- Record the date, time and note that the curriculum plan is completed and ready to be considered for approval.
- Click **Save**.

DAPHNE DUCK (6427735155)

21/11/2018, 3:45pm. Selected box - curriculum plan is completed and ready to be considered for approval.

Cancel Save

The student's curriculum plan status will now show as 'Completed'.

Queensland Government | QCAA Queensland Curriculum & Assessment Authority | School portal

Welcome Ima Teacher | Close Best State High School (999)

Home | Approved Curriculum Plans | In Progress Curriculum Plans

LUI	Given Names	Surname	Status	Created	Contact	View
0001234567	Matthew	Muskkrat	In Progress	16/05/2018	Ima Teacher	View
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	History
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	PDF
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Edit
6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Delete
8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Create

Refresh Approve

Once the Curriculum Plan Editor has completed the curriculum plan, an email is automatically created and sent to the school Moderator. The body of the email looks like this:

The following curriculum plan has been completed and is ready for Moderator approval:

School: Best State High School
School code: 999
District: Brisbane Central District
Student: Daphne Duck
LUI: 6427735155
Exit Year: 2019
Completed by: Ima Teacher

Queensland Curriculum and Assessment Authority



The following curriculum plan has been completed and is ready for Moderator approval:

School: Best State High School
School code: 999
District: Brisbane Central District
Student: Daphne Duck
LUI: <6427735155>

7. Log out of the **Curriculum plan builder**.

10 Approving a curriculum plan

You must have Moderator role to complete this process.

1. Log in to the QCAA Portal > School Portal.
2. Choose **Curriculum Plans**.
3. Select **In Progress Curriculum Plans** tab.
4. Select the student whose curriculum plan is to be approved (Status must be 'Completed').
5. Click **View** to see and review the curriculum plan. If necessary, edit in consultation with the Curriculum Plan Editor.
6. Click **Approve** after any necessary editing has been completed.

LUI	Given Names	Surname	Status	Created	Contact	
0001234567	Matthew	Muskkrat	In Progress	16/05/2018	Ima Teacher	View
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	History
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	PDF
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Edit
6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Delete
8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Create

The **Details** tab will appear for a final check. If any of the student details need to be updated, see [Section 11: Editing the number of QCE contributing studies](#).

7. If the student details are correct, click **Approve**. The QCAA will receive notification that you have approved the plan.

Details	Curriculum Plan
LUI	6427735155
ILO is QCIA	Yes
Surname	DUCK
Given names	DAPHNE
Expected Exit Year	2019
Authority subjects that the student will study for four semesters	0
Authority-registered subjects that the student will study for four semesters	0
VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12	0
A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.	
Contact Given Names	Ima
Contact Surname	Teacher
Contact telephone number	(07) 3333 9999
Contact e-mail	Ima.Teacher@education.qld.edu.au

8. A message box will appear. Record that the curriculum plan has been approved. Click **Save**.

DAHPNE DUCK (6427735155)

22/02/2019, 12.30pm. Approval of curriculum plan.

Cancel Save

When the Moderator approves a curriculum plan, an email is automatically sent to the moderators of the school and to the QCAA (QCIA@qcaa.qld.edu.au). The body of the email will appear as:

The following curriculum plan has been approved:

School: Best State High School

School code: 999

District: Brisbane Central District

Student: Daphne Duck

LUI: <6427735155>

The **Curriculum plan builder** navigation page will appear.

9. Select **Approved Curriculum Plans** tab and check that the student's status is Approved.

Approved Curriculum Plans		In Progress Curriculum Plans						
LUI	Given Names	Surname	Status	Created	Approved	Contact	View	
0001234567	Matthew	Musktrat	Approved	16/05/2018	22/02/2019	Ima Teacher	View	Recall
4699123456	Edward	Echidna	Approved	17/08/2018	25/02/2019	Teresa Green	View	History
8134466221	Kylie	Koala	Approved	26/05/2018	3/03/2019	Ima Teacher	View	PDF
0009876543	Barney	Bear	Approved	26/05/2018	15/02/2019	Ima Teacher	View	Refresh
6427735155	Daphne	Duck	Approved	29/04/2018	22/02/2019	Ima Teacher	View	

10. Select **View** to view a student's curriculum plan.

Approved Curriculum Plans		In Progress Curriculum Plans						
LUI	Given Names	Surname	Status	Created	Approved	Contact	View	
0001234567	Matthew	Musktrat	Approved	16/05/2018	22/02/2019	Ima Teacher	View	Recall
4699123456	Edward	Echidna	Approved	17/08/2018	25/02/2019	Teresa Green	View	History
8134466221	Kylie	Koala	Approved	26/05/2018	3/03/2019	Ima Teacher	View	PDF
0009876543	Barney	Bear	Approved	26/05/2018	15/02/2019	Ima Teacher	View	Refresh
6427735155	Daphne	Duck	Approved	29/04/2018	22/02/2019	Ima Teacher	View	

11. Select **PDF** to save or print a copy of the student's curriculum plan.

Approved Curriculum Plans		In Progress Curriculum Plans						
LUI	Given Names	Surname	Status	Created	Approved	Contact	View	
0001234567	Matthew	Musktrat	Approved	16/05/2018	22/02/2019	Ima Teacher	View	Recall
4699123456	Edward	Echidna	Approved	17/08/2018	25/02/2019	Teresa Green	View	History
8134466221	Kylie	Koala	Approved	26/05/2018	3/03/2019	Ima Teacher	View	PDF
0009876543	Barney	Bear	Approved	26/05/2018	15/02/2019	Ima Teacher	View	Refresh
6427735155	Daphne	Duck	Approved	29/04/2018	22/02/2019	Ima Teacher	View	

The student's curriculum plan is now approved in the **Curriculum plan builder**.

11 Editing the number of QCE contributing studies

You must have Moderator role to edit the number of QCE contributing studies or update school contact information in the **Details** tab.

If the student's curriculum plan has already been approved, it must be recalled before it can be edited. See [Section 12: Editing an approved curriculum plan](#).

1. Log in to the QCAA Portal > School Portal.
2. Choose **Curriculum Plans**.
3. Select the **In Progress Curriculum Plans** tab and highlight the student's name.
4. Click **Edit**.

LUI	Given Names	Surname	Status	Created	Contact	View
0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher	History
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	PDF
8134466221	Kylie	Koala	In Progress	26/05/2018	Ima Teacher	Edit
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Delete
6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Unlock
8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Create
						Refresh
						Approve

5. Make changes to as appropriate in the **Details** tab.

Authority subjects that the student will study for four semesters: 0

Authority registered subjects that the student will study for four semesters: 0

VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12: 2

Contact Given Names: IMA

Contact Surname: TEACHER

Contact telephone number: (07)30301234

Contact e-mail: teacher@school.edu.au

This curriculum plan is complete and ready to be considered for approval

6. Check the box to indicate this curriculum plan is complete and ready to be considered for approval. Note: This statement is located on both the **Details** tab and **Curriculum Plan** tab. Click **Update**.

The screenshot shows the 'Curriculum Plan' tab for student KYLIE KOALA (8134466221). The 'ILO is QCIA' checkbox is checked and circled in red. The 'Update' button is also circled in red. The form includes fields for LUI, Surname, Given names, Expected Exit Year, and VET studies. Contact information is also provided.

LUI	8134466221
ILO is QCIA	Yes
Surname	KOALA
Given names	KYLIE
Expected Exit Year	2019
Authority subjects that the student will study for four semesters	0
Authority-registered subjects that the student will study for four semesters	0
VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12	2

Contact Given Names: TMA
Contact Surname: TEACHER
Contact telephone number: (07)30301234
Contact e-mail: teacher@school.edu.au

A message box will appear.

7. Record the date, time and summary of details being changed and click save.

The message box displays the following log entry: "22/02/2019, 13.30pm: Student has changed QCE contributing studies." The 'Save' button is circled in red.

12 Editing an approved curriculum plan

You must have Moderator role to recall an approved curriculum plan. This will place it back in the **In Progress Curriculum Plans** tab. It can then be edited by a person with either a Moderator or Curriculum Plan Editor role.

1. Log in to the QCAA Portal > School Portal.
2. Choose **Curriculum Plans**.
3. Select the **Approved Curriculum Plans** tab.
4. Select the student's name (Status will state Approved).
5. Click **Recall**.

Home	Approved Curriculum Plans	In Progress Curriculum Plans								View
SEP	LUI	Given Names	Surname	Status	Created	Approved	Contact			Recall
NAPLAN	0001234567	Matthew	Muskral	Approved	16/05/2018	22/02/2019	Ima Teacher			History
Study Plans	4699123456	Edward	Echidna	Approved	17/08/2018	25/02/2019	Teresa Green			PDF
Curriculum Plans	8134466221	Kylie	Koala	Approved	26/05/2018	3/03/2019	Ima Teacher			Refresh

The **Details** tab will appear.

6. Click **Recall**.

Home Approved Curriculum Plans In Progress Curriculum Plans Recall – KYLIE KOALA (8134466221) Approved

Details Curriculum Plan

LUI	8134466221
ILO is QCIA	Yes
Surname	KOALA
Given names	KYLIE
Expected Exit Year	2019
Authority subjects that the student will study for four semesters	1
Authority-registered subjects that the student will study for four semesters	0
VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12	1

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Contact Given Names	Ima
Contact Surname	Teacher
Contact telephone number	(07) 3333 9999
Contact e-mail	ima.teacher@education.qld.edu.au

Cancel Recall

A message box will appear. Record the date and reason for recalling the curriculum plan. For example, it may be that the student has changes to learning goals or it may be that a student is no longer eligible to receive the QCIA.

- Click **Save**.

KYLIE KOALA (8134466221)

22/02/2019, 10:45am. Curriculum plan needs amending; need to make changes to goals within curriculum organisers.

Cancel Save

The **Approved Curriculum Plans** tab will appear. The student's name will no longer appear.

Home		Approved Curriculum Plans		In Progress Curriculum Plans					
SEP	SEP	LUI	Given Names	Surname	Status	Created	Approved	Contact	View
NAPLAN	0001234567	Matthew	Muskrat	Approved	16/05/2018	22/02/2019	Ima Teacher	View	
	4699123456	Edward	Echidna	Approved	17/08/2018	25/02/2019	Teresa Green	Recall	
Study Plans	0009876543	Barney	Bear	Approved	26/05/2018	15/02/2019	Ima Teacher	History	
	6427735155	Daphne	Duck	Approved	29/04/2018	22/02/2019	Ima Teacher	PDF	
Curriculum Plans	8134456692	Thomas	Tank	Approved	28/05/2018	16/03/2019	Ima Teacher	Refresh	

- Select the **In Progress Curriculum Plans** tab. The student's name will appear with the Status changed to 'In Progress'.

Home		Approved Curriculum Plans		In Progress Curriculum Plans				
SEP	SEP	LUI	Given Names	Surname	Status	Created	Contact	View
NAPLAN	0001234567	Matthew	Muskrat	In Progress	16/05/2018	Ima Teacher	History	
	4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	PDF	
Study Plans	8134466221	Kylie	Koala	In Progress	26/05/2018	Ima Teacher	Edit	
	0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Delete	
Curriculum Plans	6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Unlock	
	8134456692	Thomas	Tank	Completed	28/05/2018	Ima Teacher	Create	
VET							Refresh	
							Approve	

The Curriculum Plan Editor or Moderator may now edit the student's curriculum plan. See [Section 8: Editing an 'In Progress' curriculum plan.](#)

13 Deleting an approved curriculum plan

You must have Moderator role to complete this process.

Before deleting a student's curriculum plan, it is advisable that schools save or print a PDF copy of the existing curriculum plan for school records. Once a curriculum plan is deleted, it cannot be retrieved.

A curriculum plan must be deleted if a student:

- is no longer eligible to receive a QCIA
- ceases enrolment at the school.

It is only possible to delete a curriculum plan with a status of 'In Progress'.

If the student's curriculum plan has already been approved, it must be recalled before it can be deleted. See [Section 12: Editing an approved curriculum plan](#).

1. Select the **In Progress Curriculum Plans** tab.
2. Highlight the student's name.
3. Click **Delete**.

LUI	Given Names	Surname	Status	Created	Contact	
0001234567	Matthew	Muskkrat	In Progress	16/05/2018	Ima Teacher	View
4699123456	Edward	Echidna	In Progress	17/08/2018	Teresa Green	History
8134466221	Kylie	Koala	Completed	26/05/2018	Ima Teacher	PDF
0009876543	Barney	Bear	In Progress	26/05/2018	Ima Teacher	Edit
6427735155	Daphne	Duck	Completed	29/04/2018	Ima Teacher	Delete
8134456692	Thomas	Tank	In Progress	28/05/2018	Ima Teacher	Unlock

4. The **Details** tab will appear. Click **Delete**.

Approved Curriculum Plans In Progress Curriculum Plans Delete – Thomas Tank (8134456692) In Progress

Details Curriculum Plan

LUI	8134456692
ILO is QCIA	Yes
Surname	TANK
Given names	THOMAS
Expected Exit Year	2019
Authority subjects that the student will study for four semesters	0
Authority-registered subjects that the student will study for four semesters	0
VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12	2

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.

Contact Given Names	IMA
Contact Surname	TEACHER
Contact telephone number	(07)30301234
Contact e-mail	teacher@school.edu.au

Cancel **Delete**

The student's curriculum plan has now been deleted and the student's name will no longer appear in either of the **Approved Curriculum Plans** or **In Progress Curriculum Plans** tabs.

Note: If a curriculum plan is deleted, it cannot be recovered. If a curriculum plan is inadvertently deleted, a new curriculum plan must be created. See [Section 4: Creating a new curriculum plan](#).